|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title:** | Cultural Events Assistant | **Posting Date:** | 11/17/2023 | | **Closing Date:** | Open Until Filled |
| **Department:** | Cultural Preservation  **Position Summary:** | **Status:** | | Full-Time | | |
| **Location:** | Anadarko, OK | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address | Phone Number | Fax Number | Email Address |
| Delaware Nation  Human Resources Dept. | PO Box 825  Anadarko, OK 73005 | (405)247-2448  Ext. 1102 | (405)247-9393 | arodriguez@delawarenation-nsn.gov |

**To apply submit the following:**

* A current Delaware Nation Employment Application and Resume
* A Certificate of Degree of Indian Blood (CDIB), if applicable
* Current Valid Oklahoma Driver License
* Other Documents Deemed Applicable

**Where to Apply:**

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

**Delaware Nation**

**Vacancy Announcement**

This position entails providing assistance to the Cultural Events Coordinator as well as performing other duties as requested for the Cultural Department, including coordination of events for the Princess Program. At all times this position represents the Delaware Nation and the Cultural Preservation Department, and the job must be done with consideration and tact. The CE Assistant will assist in the planning, production and presentation of events; and be willing to be present for said events regardless of when they are scheduled.

**Qualifications:**

|  |  |
| --- | --- |
| 1. A willingness to learn and foster Delaware cultural heritage. | 1. Assist in planning monthly cultural events to take place either at the Delaware Nation tribal complex or off-site locations. |
| 1. Assist in the creation and oversight of all promotional materials and their distribution to Delaware Tribal members and other varieties of public media (newspaper, radio, fliers, etc.). | 1. Travel as needed for training, consultation and research. |

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| * Valid Oklahoma Driver License | * Pass Drug Testing requirements |
| * Moderate computer skills with knowledge of Microsoft Office products | * Demonstrated initiative, flexibility, creativity and problem-solving skills |
| * Pass Background Check per P.L. 101-630 | * Positive communication skills with the strictest confidentiality |